

Job Description:

Social Inclusion Project Worker



Job Description

Job Title:	Social Inclusion Project Worker
Grade & Salary:	SP 23 - £25,642.50 per annum pro rata
Hours of work:	22.5 hours per week
Accountable to:	Hub Manager
Functional Responsibility:	User engagement and recovery
Job Purpose:	To work with and co-produce service users journeys through appropriate services, and facilitate their growth and recovery, ensuring all monitoring and other statutory and funding requirements are met
Based at	Wandsworth Wellbeing Hub – Tooting SW17

Main Responsibilities

Central to this role is empowering service user led initiatives. You'll identify leadership roles and opportunities for them to lead on projects and group delivery.

- To ensure that service users voices are heard, you'll hold weekly meetings:
 - Tracking group attendance.
 - Ensuring service users experiences is documented to identify what is working well and what is not.
 - Reporting and typing up minutes to feedback to service users.
- Delivering workshops.
- To be actively involved in taking lead roles, planning, and reporting on wellbeing events held at the Tooting Hub.
- To provide flexible and responsive support, based on the needs and aspirations of service users that promote social inclusion and recovery.
- To carry out person centred assessments and manage a caseload of clients.
- To support people with mental health problems on their recovery journey.
- To work with service users to identify goals and how to achieve them.

- To work with service users to facilitate access to appropriate services to progress their growth and recovery.
- Initiate, develop, execute, and supervise activities as required at the Tooting Hub.
- Review and reflect the recovery journey with the service users using the Mental Health measuring tools required.
- To assist in developing community links and partnerships with other agencies.
- Liaise with Care Coordinators and other professionals to ensure service users experience a joined-up service.
- To recruit and supervise volunteers, obtaining DBS clearance, references and providing induction and support.
- To ensure records are maintained and updated within the guideline of the appropriate policies.
- To ensure that all staff are aware of, and follow the procedures of, Brent, Wandsworth, and Westminster Mind's Safeguarding of Vulnerable Adults.
- To comply with all policies and procedures instituted by Brent, Wandsworth and Westminster Mind and participate as an active member of the Wandsworth community.
- Assist in the general day-to-day office duties as directed.
- Any other tasks commensurate with the grade.

Person Specification

Element	Description	Essential/ desirable (E/D)
Qualifications	Degree qualification or equivalent in mental health, social care, volunteering, or a related field	E
Experience	Experience working within a mental health setting	E
	Experience of providing advice, guidance, and training to others	E
	Experience of delivering presentations and marketing services	E
	Experience of networking and liaising with referrers and community based organisations	E
Knowledge/ Skills	Demonstrable experience of developing innovative ways to promote services	E
	Excellent written and oral communication skills	E
	Intermediate MS Office skills (including Word, Excel and PowerPoint); ability to use database systems	E
	Ability to carry out quantitative and qualitative data analysis for reporting purposes	E

	Ability to work within a fixed budget	E
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